

Approved For Release 2003/04/29 : CIA-RDP84-00780R003100130022-2

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, CSPA []

EXTENSION

NO.

DATE

26 December 1968

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *EXD*
Director of Personnel
[]

2.

3.

4.

5.

6.

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8.

9.

10.

11.

12.

13.

14.

15.

Attached for your review is a proposal for regularizing practice on promotions of CT's who are attached to the CS. A copy has been provided to C/CTP and to Bob []

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DDP has concurred in the proposal subject to discussions with CTP and your office.

Suggest we get together on this at a convenient time. []

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FORM
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DD/P. 8-5127

7 DEC 1967

MEMORANDUM FOR: Deputy Director for Plans

THROUGH : DDP/OP

SUBJECT : Promotions of CS Officers and Career Trainees

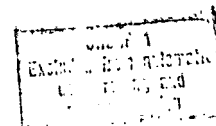
1. This memorandum submits recommendations for your approval.

2. The Chief, Career Trainee Program has requested that promotions to GS-11 be processed now for 17 GS-10 Career Trainees who are attached to the CS but still members of the SJ Career Service. As will be noted on the attachment (Tab A), 16 of the 17 entered on duty in CT Program in June 1967 at grade GS-09, were promoted to GS-10 seven months later, and have served 11 months in GS-10.

3. According to the long established policy for advancement of Junior Officers, minimum time in grade guidelines prior to promotions are as follows:

| | |
|-------|-----------|
| GS-07 | 8 months |
| GS-08 | 10 months |
| GS-09 | 12 months |
| GS-10 | 12 months |

4. Some of the CS components have questioned the efficacy of processing the promotions to GS-11 of the CT's at this time in view of the fact that a number of ex-CT's in GS-10 have served for considerably longer periods of time in grade and in the CS, but have not been promoted under our existing promotion quotas. A listing of this group (Tab A), reveals that their progression has been steady and generally in keeping with the guidelines listed above. All but a very few have more time in grade GS-10 than the 17 CT's being proposed for promotion.



5. The next competitive review of GS-10 CS personnel is scheduled to take place during March 1969. At that time each ex-CT in the CS will be considered for advancement together with other GS-10 CS officers. There is ample GS-11 headroom to cover promotions of all eligible GS-10 officers whose performance and potential merit advancement. A liberalization of the quota for the March session will not adversely affect our long range staffing plan. With lower input by the CT route during FY 70 and 71, we will probably need to use only a minimum amount of our excess GS-11 headroom during this period.

6. As pointed out by the CT Program, the 17 CT's have been led to believe that they would receive two promotions in the Program. The timing of the promotions so that this group would advance to GS-11 in March 1969 (rather than at this time) would mean that they would have progressed from GS-09 to GS-11 in 21 months. (Somewhat less time than the guideline provides). It is recommended accordingly that:

a. The 17 CT promotions to GS-11 be processed in March 1969 so that this group would have the same date of rank as CS officers promoted to GS-11 competitively at this promotion consideration. Their performance in the CS would, however, have to be certified as satisfactory, and

b. Promotion Quotas to GS-11 for CS Officers be adjusted for the March competitive review to permit the advancement of GS-10 ex-CT's and other officers whose performance and potential merit such action. An increase of the quota from the planned 35 to about 50 is estimated to be sufficient. Our current headroom at GS-11 is more than 100.


7. A somewhat similar situation exists in connection with 19 SJ, GS-09 CT's scheduled by the Chief, CT Program to be promoted to GS-10 during December. This group has served an average of seven months in GS-08 and since January 1968 in GS-09. At the same time there are 13 former CT's,

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now CS Officers, who have served 12 months to 26 months in GS-09 who will be considered competitively for promotion during the January 1969 promotion review. We recommend that the promotion of the 19 SJ, GS-09, CT's be processed at the same time in January 1969 as the promotions of the CS ex-CT's who are selected for advancement to GS-10. Current headroom and promotion allowances are sufficient to accommodate the promotions. Tab B is a listing of these groups of GS-09 Officers.

8. In connection with future promotion considerations for CT's, we recommend that their promotions be timed so that their date of rank corresponds to that of CS ex-CT's who are selected competitively for promotion and who have completed the same minimum time in grade. This means that promotions to GS-10 will be processed in January and July; promotions to GS-11 in March and September. If the CT receives his first promotion at 6-7 months after entering on duty, he will receive two promotions within a period of from 18 to 24 months. Recruitment commitments should take this range of time into account. See memorandum concerning preliminary discussion with Chief, CTP, attached as Tab C.

9. It is recommended that agreement be obtained with the Career Trainee Program in the promotion timing of CT's as outlined in paragraphs 6, 7 and 8 above.


Chief, Clandestine Services
Personnel Staff

Attachments:

- A. GS-10 CT's and ex-CT's.
- B. GS-09 CT's and ex-CT's.
- C. Memo for Record, dated 16 December 1968.

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16 December 1968

MEMORANDUM FOR THE RECORD:

SUBJECT: CT Promotions

1. The undersigned discussed with [] C/CTP/OTR, our proposal regarding the promotion of SJ designees assigned to the Clandestine Services. He stated that he previously had surfaced various promotion problems relating to Career Trainees with Mr. Bannerman. He hopes that Mr. Bannerman, in turn, will relay these problems to the Executive Director-Comptroller for consideration with a view to establishing an Agency-wide promotion policy on CT's.

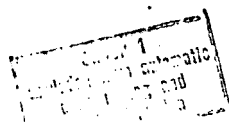
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X1 2. [] stated that different CT promotion policies among the various directorates is confusing to the CT's and creates morale problems among them. He indicated that it could, and in some cases does, influence their preferences for assignment to one directorate as opposed to another. Thus, he feels that an Agency-wide policy is not only desirable but necessary. Furthermore, he stated that in the current era of reduced input and up-graded qualifications which makes selection more difficult it was desirable that OTR be able to articulate a uniform promotion policy in discussions with applicants for the CT Program.

3. He recognizes that it may not be possible to obtain an Agency-wide policy or that it may take a long time to achieve one. He recognizes our problem but part of his problem is that the classes which started in July and November 1968 and the CT applicants who will enter the March 1969 Class already have been told that they would receive their first promotion in approximately seven months and their second promotion about ten months thereafter.

4. If we proceed with our proposal the promotion schedule for the three classes mentioned above would work out as follows:

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The Class which started in July 1968 will receive its first promotion in January 1969. According to our semi-annual promotion schedule, they could be considered for their second promotions as follows:

GS-09 - January 1970 - 12 months time in grade.
GS-10 - March 1970 - 14 months time in grade.

The Class which started in November 1968 will receive its first promotion in June 1970. Their second promotions could be considered as follows:

GS-09 - July 1970 - 13 months time in grade.
GS-10 - September 1970 - 15 months time in grade.

The Class which starts in March 1969 will receive its first promotion in October 1969. Consideration for second promotion could be as follows:

GS-09 - January 1971 - 15 months time in grade.
GS-10 - Either September 1970 with 11 months time in grade or
March 1971 with 17 months time in grade.



Clandestine Services Personnel Staff

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0130022-2

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Promotion Policy for Career Trainees

FROM:

Chief, Career Training Program/TR

EXTENSION

NO.

DATE

DD/S 68-6017

6 December 1968

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Jim: The attached documents provide a chronicle of Subject policy since Dec 1961. Since 1964, our promotion policy has obtained largely on the basis of oral concurrence and uniform practice.

As I mentioned on the telephone, I hope the review will focus more on the present implications of the problem, rather than on the legal technicalities.

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15 November 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Promotion of Career Trainees

1. This memorandum is for information. It outlines our practices with respect to promotion of Career Trainees, including procedures, effected in coordination with operating components, which accommodate the requirement to transfer Career Trainees upon completion of formal training.

2. What we try to maintain, basically, is an orderly pattern of advancement which the CT may expect if he meets performance requirements; which assures him of entry into his post-training Career Service in an equitable competitive status; and which can be implemented flexibly in accordance with current operating conditions in the Agency. Experience indicates that our present procedures are meeting these objectives with reasonable success. In summary, they are:

a. Career Trainees who enter on duty in grades GS-07 through GS-10, and whose performance is satisfactory, normally receive their first promotion after six months in the formal training program, or eight months after entrance on duty, whichever comes first. This provision recognizes that trainees enter on duty when cleared and available, but begin their training in classes which are formed three times per year, at four-month intervals. Thus a few trainees may work in an interim assignment for three months or more while awaiting a class, while others may enter the week the class starts; the average lead time is approximately two months.

b. Those whose first promotion puts them in grades GS-08 through GS-10, and who continue to perform satisfactorily, normally receive a second promotion after ten months in grade, effected in accordance with the following sequence of action:

(1) Upon completion of formal training CT's are transferred to the T/O's of operating components but retain the SJ Service Designation for a period of six to nine months.

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- 2 -

SUBJECT: Promotion of Career Trainees

(2) During this period they are managed by the component to which assigned and their performance is evaluated. If reassignment or any other change in status becomes necessary, appropriate action is taken by the components concerned and the CTP Staff.

(3) After satisfactory completion of ten months in grade they are promoted to the next higher grade, by an action initiated by the CT Program with the concurrence of the component to which assigned, and their Career Service Designation is changed to that of the area of assignment.

c. Those who enter on duty initially at grade GS-11 or higher, and those whose first promotion is from GS-10 to GS-11, are handled on an individual case basis in coordination with the operating component concerned. These cases are few in number and involve individuals whose assignments usually are determined in advance, the so-called "directed assignments." Promotion and transfer actions affecting them are arranged in coordination with the receiving office.

3. I believe these measures represent a satisfactory adjustment to the recent reduction in length of the CT Program. They comply with the requirement for early transfer of CT's, and also provide a basis for joint action on promotions to maintain an equitable pattern of progression.

John Richardson
Director of Training

Distribution:

- Orig. & 1 - Addressee
- 1 - D/Pers
- 1 - C/Admin. Staff/O/DDI
- 1 - C/CTSER
- 2 - DTR
- 3 - CTP

OTR/CTP/RBF:jlp (15 Nov 1967)

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C O N F I D E N T I A L

PROMOTIONAL GUIDE LINES

1. The promotional guide lines for young professional officers in this agency are applied to members of the JOTP. These promotions are not automatic and the individual should not consider them to be a "right" accruing to him periodically.

2. JOT's enter this program at minimum Grade GS-07 or above, according to the individual's qualifications.

a. If the JOT enters the program at Grade GS-07 or Grade GS-08, he will be considered for promotion to the next highest grade upon satisfactory completion of his formal training; i. e., six to seven months from the date on which formal training commenced.

b. If the JOT enters the program at Grade GS-09 or GS-10, he is considered for promotion to the next highest grade at the end of approximately one year from the date on which formal training commenced.

c. If the JOT enters the program at Grade GS-11 or above, he will probably not be considered for promotion while he is a member of the JOT Program. His promotion will come from that component of the agency into which he is permanently transferred at the end of his formal JOTP affiliation.

3. Individuals with extraordinary qualifications or in whose cases there are mitigating circumstances, requiring exception to the guide lines above, will be considered on a case by case basis.

4. The JOTP Office can delay or deny promotions as a result of weak performance or unprofessional conduct.

OTR/JOTP
10 July 1964

C O N F I D E N T I A L

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C-O-P-Y

PERSONNEL-

DD/P-2-0445

30 January 1962

MEMORANDUM FOR: Chiefs of Special Staffs and Operating
Divisions, DD/P

SUBJECT : Promotion of Junior Officers

1. The CIA Career Council has discussed the Agency's experiences in the promotion of junior officers and has developed a general Agency standard or pattern which contemplates the advancement of Junior Officer Trainees who perform satisfactorily from grade GS-7 to grade GS-11 in a period of approximately three and one-half years. Within the Clandestine Services Career Service the promotion of other junior professional personnel possessing essentially the same qualifications and potential will generally follow the same standard or pattern.

2. The standard contemplates the fairly rapid promotion of junior professional personnel to grade GS-11 when they appear to possess real potential for advancement beyond grade GS-11 and when they have performed satisfactorily at each of the lower grades. Division and Staff Chiefs are now requested to adhere generally to the time in grade benchmarks listed below in considering such personnel for promotion. It must be understood however that promotions will not be automatically recommended or effected.

3. The pattern for progression contemplates consideration for promotion in accordance with the following schedule:

| | |
|---------------------|--------------------|
| From GS-7 to GS-8 | 8 months in grade |
| From GS-8 to GS-9 | 10 months in grade |
| From GS-9 to GS-10 | 12 months in grade |
| From GS-10 to GS-11 | 12 months in grade |

/s/

Richard Helms
Acting Deputy Director
(Plans)

C-O-P-Y

SECRET

C O P Y

DD/S 61-4317

11 December 1961

MEMORANDUM FOR: Deputy Director of Central Intelligence
THROUGH: Deputy Director (Support)
SUBJECT: Promotion of Junior Officer Trainees
REFERENCE: Memo for DCI fr IG dtd 20 Oct 61 (ER 61-8321), subject:
Junior Officer Training Program (attached)

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 4.
2. In referenced memorandum the Inspector General called attention to the relatively slow rate of Junior Officer Trainee promotions. You approved the Inspector General's proposal that this problem be studied by the Career Council with a view to developing an Agency policy.
3. At a meeting held on 30 November the Career Council recommended that
 - a. "as a guide for the advancement of JOT's the Agency should adopt a standard (not automatic) rate of progression so that from the entrance-on-duty grade of GS-7 the individual JOT should normally expect to be promoted to GS-11 in a period of approximately three and one-half years. Individual JOT's whose promotions do not keep pace with this Agencywide norm should be informed specifically concerning the reasons therefore, e.g., problems of individual adjustment, performance or conduct; and,
 - b. The Personnel Development Board should study the extent to which the standards for promoting JOT's might be made applicable to other junior professional officers. The findings developed by the Personnel Development Board would be prepared for the consideration of the Career Council.
4. It is recommended that you approve the proposals made by the Career Council as outlined in paragraph 3 above.

Attn: ant: A/S

Emmett D. Echols
Director of Personnel

The proposals in paragraph 3 are approved.

C.F. Cabell
General, USAF

15 Dec 1961

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